

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Conference Call Minutes of 11/22/2019**

**THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
Mary E Leonard  
Amanda Scott

**BOARD MEMBERS ABSENT:** John H Williams  
Zendi F Meharry

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Nicholas Crema, General Counsel  
Rob McQuade, Legal Counsel  
Lizzie Kukla, Board Specialist

**OTHERS PRESENT:** Kris Ellis, Idaho Health Care Association

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

**APPROVAL OF MINUTES**

Ms. Leonard made a motion to approve the minutes of August 2, 2019, and September 20, 2019. Ms. Scott seconded the motion. Motion carried.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$27,844.12 as of 10/31/2019.

**OLD BUSINESS**

The Board reviewed the To Do List. The Board discussed whether there are time requirements for turning in Nursing Home Administrator in Training (NHAIT) reports considering recent changes to the Board's rules for the NHAIT program. The Board directed the specialist to add that NHAIT reports need to be submitted no later than

30 days after completion of each 500 hour increment of the NHAIT program to the To Do List.

## **NEW BUSINESS**

Mr. Thompson reported that the National Association of Long Term Care Administrator Boards (NAB) national conference included discussion related to Health Service Executives (HSE) as another term used for executives in a nursing home. Mr. Thompson proposed working toward adding "Health Service Executive" or language that would be inclusive of other titles to Idaho's rules as a way to enhance portability of licensure. The Board directed the Bureau to work toward adding language inclusive of "HSE" to the rules.

## **CE COURSES**

The Board reviewed a CE Course submitted by Craig Paul Bunch for a course taken through North Idaho College entitled, Ethical Conduct in Business. The Board concluded that the course was not related to Nursing Home Administration specifically as opposed to running a non-healthcare related business, and did not meet the requirement in rule 200. The Board directed the specialist to write a letter to the applicant to ask for more information as to how the course relates to rule 200, especially as the course relates to Nursing Home Administration.

## **EXECUTIVE SESSION**

Ms. Leonard made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code §74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. Ms. Scott seconded the motion. The vote was: Ms. Leonard, aye; Ms. Scott, aye; Mr. Thompson, aye.

Ms. Leonard made a motion to come out of executive session. Ms. Scott seconded the motion. Motion carried.

## **APPLICATIONS**

Ms. Leonard made a motion to approve the following for the NHAIT program:

901171004  
901170056  
901171243  
901171246

Ms. Scott seconded the motion. Motion carried.

Ms. Leonard made a motion to approve the following NHAIT Reports:

901165025 NHAIT Report 2  
901168409 NHAIT Report 1

Ms. Scott seconded the motion. Motion carried.

Ms. Leonard made a motion to approve the following NHAIT Report pending receipt of additional information and approval of the Board chair:

901168206 NHAIT Report 1

Ms. Scott seconded the motion. Motion carried.

**NEXT MEETING** was scheduled for January 17, 2020 at 9:00 AM MST.

## **ADJOURNMENT**

Ms. Leonard made a motion to adjourn the meeting at 10:10 AM MST. Ms. Scott seconded the motion. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Mary E Leonard

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Amanda Scott

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Zendi F Meharry

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Kelley Packer, Bureau Chief